



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position:

Associate Governmental
Program Analyst

Position #:

917-193-5393-xxx

Salary Range:

\$4400 - \$5508

Issue Date:

March 20, 2014

Contact:

Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:

Board of State and Community
Corrections
600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:

April 03, 2014

(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: **Stefanie Reyes**
600 Bercut Drive
Sacramento, CA 95811

Please write "917-193-5393-916" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction and supervision of the Staff Services Manager I, Corrections Planning and Programs (CPP) Division, the incumbent works independently, performing analytical, budgeting, accounting, and grant administration related functions. The incumbent serves as the Division Fiscal Liaison and will be accountable for providing accurate information, data, reports and superior customer service to management, staff and outside agencies, and will initiate or recommend changes or alternatives that result in effective solutions related to budgeting, accounting and administrative issues.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Fiscal Liaison:** As the lead fiscal analyst, acts as liaison with both the BSCC and DGS/CFS Accounting offices by maintaining good communication and working relationships in order to address and resolve accounting/budget related issues relating to CPP's State and Federal grant programs, and prepares ad hoc fiscal reports as required by management.

Develop and update budget projection and planning documents for the Deputy Director and Staff Services Manager, analyze financial and budget status reports for accuracy and fund availability; evaluate and project program expenditures; and resolve budget-related problems such as accounting and/or coding errors, taking corrective action as needed.

Reconcile internal databases to monthly CalSTARS and SCO Tab Runs, and federal reconciliation documents to ensure reimbursement claims are captured under the appropriate State/Federal funding stream.

- **Grant Administration:** Oversee and make recommendations for approval of contract and contract amendments, which includes verification of the allocation amount(s) and that accurate and relevant information is provided.

Ensure the timely and accurate processing of invoices, including analysis of claims for eligible and ineligible costs. Review/approve invoices and budget/program modifications before they are forwarded to the appropriate Field Representative to ensure expenditure and coding information is applied to the appropriate State/Federal grant program. Ensure all fiscal-related databases contain current and accurate expenditure information.

Provide budget planning documents to Field Representatives as it relates to their

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12



respective program expenditure patterns and surplus/deficit trends. Develop and maintain desk procedures.

- **Data Collection:** Maintain multiple internal and external tracking systems to ensure grant balances and expenditures are posted correctly. Prepare financial data analysis reports for management as needed.
- **Training:** Develop internal fiscal processing procedures. Provide training and guidance to fiscal staff to ensure proper implementation of internal procedures and practices.